

☒ **MIDDLETOWN OFFICE**
22 Mulberry Street
Middletown, NY 10940☐ **POUGHKEEPSIE OFFICE**
85 Market Street
Poughkeepsie, NY 12601☐ **PORT JERVIS OFFICE**
32 Front Street
Port Jervis, NY 12771Tel: 845-343-1481
Fax: 845-343-4986Tel: 845-454-9704
Fax: 845-454-9705Tel: 845-856-3600
Fax: 845-856-3734**To:** Town of New Windsor
555 Union Ave
New Windsor, NY 12553**Date:** 01/16/08 **Job Number:** 05-430**Attention:** Ms. Myra Mason**Re:** Stephens Woods**WE ARE SENDING YOU:**☒ Attached via OVERNIGHT the following items:☐ Shop Drawings ☐ Prints ☒ Plans ☐ Samples
☐ Specifications ☐ Copy of Letter ☐ Change Order ☒ (Other)

| COPIES | DATE | NO. | DESCRIPTION |
|--------|----------|-----|-------------------------|
| 3 | 01/16/08 | | Site Plan Sheets S-002 |
| 3 | 01/16/08 | | Spec Info on GrassPave2 |
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THESE ARE TRANSMITTED as checked below:

| | | | |
|--|---|---|-------------------------|
| <input type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> Resubmit | copies for approval |
| <input checked="" type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Submit | copies for distribution |
| <input checked="" type="checkbox"/> As requested | <input type="checkbox"/> Returned for corrections | <input type="checkbox"/> Return | corrected prints |
| <input type="checkbox"/> For review and comment | | <input type="checkbox"/> (Other) | |
| <input type="checkbox"/> FOR BIDS DUE | | <input type="checkbox"/> PRINTS RETURNED AFTER LOAN TO US | |

REMARKS:

COPY TO: File

SIGNED: Mark D. Fellenzer, P.E.

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